

5419-01  
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date October 26, 1984	1. Agency Address Department of Public Safety Safety Resp Unit P. O. Box 1456 Atlanta, Georgia 30371-2303	Application Number 22-A	Date Received NOV 19 1984
Application Number		Date Completed JAN 03 1985	
2. Person to Contact Shelly Parker		Working Title Administrative Clerk	Telephone Number 656-6097
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 22-71 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1-1-79	Latest Present	5. Records Series Title (followed by title used in office, if different) Safety Financial Responsibility Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? FUNCTION: This office is to require Un-Insured Motorist to show financial responsibility upon being involved in an accident. Office personnel send out demand for security notice to un-insured operators and owners of vehicles after a claim for damages has been filed. If the licensee fails to comply with one of the provisions of Suspension Law, a pick-up order is issued to pick up his Driver License and Auto Tag until he complies or until one year from date of Suspension has expired and Court has certified that no suit is pending on Judgment required. * DEPARTMENT OF PUBLIC SAFETY DRIVER SUPPORT DIVISION DRIVER SERVICES SECTION SAFETY RESPONSIBILITY UNIT			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): insuring that uninsured motorists involved in accidents can respond financially to claims for damages, and to temporarily suspending drivers' licenses and vehicle registration certificates and plates in the event of non-compliance with the Motor Vehicle Safety Responsibility Act. Letter-size insert with accident case number, including: Included are: DPS-190 accident report-individual DPS-202 Affidavit for damage claim DPS-184 Demand for Security Notice DPS-189 Pick-Up order for license and Tag DPS-203-204 General and Conditional Release. DPS-205 Security Bond Receipt Correspondence DPS-198 Notice of no Suit forms Completed by courts. DPS- 21 and SR-22A Insurance Certificates DPS-208 Notice of reinstatements to Licensee and Miscellaneous File is arranged: Numerically (1,2,3,4 etc.)			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 12; Seven to twelve months old 6; Thirteen to twenty-four months old 2; twenty-five months and older 1?			
9. Annual Rate of Accumulation of Records Letter-size drawers 30; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. DPS use only 40-D-41
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	4 _____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. 40-9      9-3-32      4 years property  
                                  9-3-33      2 years personal injury

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☒ Transfer to State Records Center; hold 2 \_\_\_\_\_ year(s); then;  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

*Lt J. L. Howell*

J. L. Howell, Lieutenant  
Supervisor

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. L. Howell</i>	8 Dec. 84	<i>Omia Lee Wilson CPM</i>	10/29/84
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (if disapproved, attach letter of explanation.)		State Auditor/Designee	1-2-85
		Secretary of State/Designee	12/21/84
		Attorney General/Designee	1/3/85



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date Sept. 2, 1971	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DPS-08-71		Date Received OCT 6 1971	Date Completed OCT 8 1971
3. AGENCY, Division, Subdivision & Administering Office Address Department Of Public Safety Suspension And Revocation Division P.O. Box 1456 Atlanta, Georgia 30301		4. Person to Contact Captain D. S. Harris	5. Working Title Supervisor
		6. Tel. No. 827-3531	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Inclusive Dates 1-1-66 to 8-31-71	9. EXACT SERIES TITLE SAFETY FINANCIAL RESPONSIBILITY FILES
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10. What function performed resulted in creation of this series  
FUNCTION:

This office is to require Un-Insured Motorist to show financial responsibility upon being involved in an accident. Office personnel send out demand for security notice to un-insured operators and owners of vehicles after a claim for damages has been filed. If the licensee fails to comply with one of the provisions of Suspension Law, a pick-up order is issued to pick up his Drivers License and Auto Tag until he complies or until one year from date of Suspension has expired and Court has certified that no suit is pending on Judgement required.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Letter size insert with accident case number.  
SR-13 accident report- individual  
SR-57 Affidavit for damage claim  
SR-8 Demand for Security Notice  
SR-50 Notice to file SR-13  
SR-10 Pick-Up order for license and Tag  
SR-58-59 General and Conditional Release.  
Security Bond  
Correspondence  
Copies of answers to Correspondence.  
SR-21 and SR-22A Insurance Certificates  
SR-36 Notice of no Suit forms Completed by courts.  
SR-65 Notice of reinstatements to Licensee and Miscellaneous

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers				Cu. Ft. of Records			
Letter-size File Drawers	1100	1650		Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)				
Legal-size File Drawers				360		451					
			By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years				
			AVERAGE DAILY REFERENCES	400	275	200	150				

# QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain.

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☒ YES ☐ NO  
Confidential, for DPS use only
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☒ STATE LAW    b. ☒ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Section 1 ( 92-A )    3-10 02    4 years property  
3-1004    2 years personal

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR    - ☐ FISCAL YEAR    - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area            month(s) / 3 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 2 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or            year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area            year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Archives to keep 5 years

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>L. G. Boer</i>	Recommendations prepared by <i>D. H. H. H.</i>	Approved for Division Dept. <i>D. H. H. H.</i>	Records Management Officer <i>L. G. Boer</i>	Date
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>L. G. Boer</i>		Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carol Hest</i>		Date 10-6-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Benn. T. T. T.</i>		Date 10-7-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>		Date 10-7-71